

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: COMMUNICATION SPECIALIST II	
DATE CLASS ESTABLISHED: 08/16/2007	DATE OF LAST REVISION: 07/23/2014
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$3,596 – \$4,495 GRADE: P

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelors or Masters Degree in Communications, Public Relations, Journalism, Graphic Design, English, or related field.

EXPERIENCE: 2 + years professional experience which would assure the knowledge, skills and abilities to accomplish agency objectives. Must be able to produce examples of writing and/or graphic design skills.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Associates Degree with two or more years related experience in a publishing/production environment (e.g., newspaper or public relations firm).

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Reviews, researches, publishes, provides major and highly technical materials relevant for legislative purposes and education of membership; coordinates for all publications to ensure continuity of texts and formats; coordinates and maintains agency forms; provides graphic design support for external and internal web sites, and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Work is performed under limited supervision following agency standards. Creates, writes, edits and updates manuals, brochures and other materials from which members and beneficiaries obtain information (e.g., retirement planning brochures, newsletters, CAFR). Designs graphics and writes copy for external and internal web sites. Provides artwork for printing. May layout and write copy as requested. Maintains logs, records and reference library of all materials. Ability to translate general agency and/or legislative data into clear, concise, user-oriented language. Using Apple Products, graphic design software (e.g., Adobe Creative Suite), Keynote, Microsoft Office and various other pieces of office equipment, drafts original documents, and performs other duties as required.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS; HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting. Some in state travel possible.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.